



New Discoveries

Montessori Academy

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Official Board of Directors

Meeting Minutes

Monday, January 24, 2022

The Official Board Meeting of New Discoveries Montessori Academy of Hutchinson, MN was held at New Discoveries Montessori Academy, Hutchinson, MN and Electronically via Zoom due to pandemic.

1. Call Meeting to Order – The meeting was called to order at 5:30 p.m.
Voting members present: Shari Colvin, Spencer Kangas, Chris LaPlante, Patti Hoerner, Amanda Sundblad.
Absent: Meytal Stancek, Patrick Selchert.
Ex-officio member: Dave Conrad.
2. Guests: Peggy Enerson, NDMA teacher, Tamara Polzin, NDMA teacher, Tara Oberg, parent, Bess Bauman, NDMA SpEd coordinator.
3. Spotlight Report – Presentation of Going Out by a group of students from Willow – tabled until Feb. meeting
4. Agenda – MS (LaPlante/Hoerner) to approve the agenda no additions, roll call vote taken; motion carries unanimously.
5. MS (Sundblad/LaPlante) approval of the consent agenda, no corrections, It was noted the request for finance committee members to see on a quarterly basis a breakdown of all staff compensation is a fraud prevention measure - roll call vote taken; motion carries unanimously.
 - a. Minutes of December 20, 2021 Meeting
 - b. Submitted Committee Reports
6. Financial Reports
 - a. Received December 2021 financial statements, question regarding whether expected revenue for community services fund was in line with what we could actually expect this year. Conrad explained how the majority of the funds would come from the Pathways I and II grants.
 - b. MS (Hoerner/LaPlante) to approve December 2021 supplemental information report – no unexpected expenses, roll call vote taken; motion carries unanimously.
7. Reports
 - a. Executive & Associate Directors – see attached report.
 - i. Personnel changes – retirement, Nancy Marcks special education teaching partner; new employment, Sharon Christensen, special education teaching partner
 - ii. Strategic Plan Update
 - iii. Environmental Education Update
 - iv. Academic Testing and Achievement Update
 - v. Enrollment Update
 - vi. Activities and Happenings related to the school, staff, students, families, community
 - b. Board Activities –

Continue Work on Strategic Plan Goals – the Instructional Leadership Team made additional progress on SMART goals and how progress would be measured. A completed document should be ready for board approval next month.

Update from Succession Planning ad hoc committee – committee members provided recommendations regarding new business items 9. b. and c.

Board Training – How to read NDMA financial documents - Dustin Reeves, presenter - tabled to February meeting due to illness.

Board Training – Board Training Webinars from Brian Carpenter are available to board members – link to webinars will be sent to current board members.

8. Old Business

- a. MS (LaPlante/Sundblad) to approve leave of absence for Lois Tritz through FY22 – the action taken at the September board meeting did not include an end time for the leave, roll call vote taken; motion carries unanimously.

9. New Business

- a. MS (Hoerner/LaPlante) to approve review of policies 526P - Hazing Prohibition; 528P - Student Parental, Marital & Family Status, Nondiscrimination; 531P- Pledge of Allegiance; 532P - Removal of Student, Colvin shared the only changes made related to the title used for the board appointed administrator, and there were no changes to intent or actions in the policies, roll call vote taken; motion carries unanimously.
- b. MS (LaPlante/Hoerner) to approve New Administrative Organizational Structure, more detailed information was provided regarding the positions and duties within the proposed administrative organization structure chart. It was noted the cost range listed in the chart for FY23 relative to the FY22 cost for current administrative staff assume the new executive director will have an administrative special education license, roll call vote taken; motion carries unanimously.
- c. MS (Hoerner/LaPlante) to offer Kirsten Kinzler the position of executive director of NDMA beginning July 1, 2022 – Oberg and Polzin shared portions of a study on successful rural charter schools, and based on the results of the study they concluded Kinzler would be the best person to assume the role of the executive director of NDMA following Conrad's retirement, roll call vote; motion carries unanimously.
- d. MS (LaPlante/Kangas) to set the FY23 Executive Director position compensation at \$115,000.00 plus benefits – this compensation level is within the range the finance committee proposed, roll call vote taken; motion carries unanimously.

10. Upcoming Meetings/Events/Announcements

- a. Finance Committee Meeting, January 27, 2022 – 3:30 p.m.
- b. Next board meeting, February 22, 2022 – 5:30 p.m.
- c. Finance Committee Meeting, February 14, 2022 – 12:00 p.m.
- d. Policy/Governance Committee Meeting, February 14, 2022 – 1:00 p.m.

11. Adjournment 7:09 p.m.

Respectfully submitted,

Tara Erickson
Recorder



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Executive Director Report for NDMA's Board of Directors – Dave Conrad, Monday, January 24, 2022

1. Employment Update

- This month's employment report (separate document) lists a "new hire" who has been serving as a substitute with us for many months. For the remainder of the year, she has accepted a regular assignment as Teaching Partner in our middle school program. This is relative to the retirement of one of our middle school Teaching Partners.
- We offered a Teaching Partner position to a "new hire" last week, but she contacted me this morning that she will be unable to sign on with us at this time. I am waiting to hear back from her to know why.

2. COVID-19

- Since mid-August, we have had 35 positive COVID cases with students (compared to 20 as of last month), and 24 positive cases with adults (compared to 17 as of last month). That is a 75% increase in student positives in the last month, and a 41% increase in adult positives in the last month.
- Nurse Nicole and I continue to provide on-site testing for staff and take-home testing for students.

3. Enrollment

- As of today, our enrollment stands at 236 pre-K through eighth grade students. 205 are k through eight.
- We are meeting with families at this time who are interested in enrolling preschoolers and kindergarteners for the next school year. We have also met with a handful of families who are interested in enrolling elementary-aged children.



4. Voluntary Pre/K & Pathways Scholarships & Parent Aware

- I submitted applications for Voluntary Pre/K and Pathways Scholarships for FY 2023. I have also updated the paperwork so we can continue to benefit from the Parent Aware system, for which we have been designated a four-star early childhood program.

5. Music Showcase Events Rescheduled

- This year's Choral Discoveries Showcase will occur in conjunction with an Art Exhibition on Monday, April 11th. The Art Showcase will be from 5:30 to 7 p.m. The Choral Discoveries Showcase will happen at 6 p.m., and will be repeated at 6:30 p.m.
- Our Children's House Music Showcase will be Tuesday, May 3rd at 6:30 p.m.
- Our Elementary I Music Showcase will be Thursday, May 12th at 6:30 p.m.

6. Osprey Wilds Environmental Learning Center 2021-22 Authorizing Activities

- The following is a summary of expected oversight and monitoring activities for NDMA for the current school year. Osprey Wilds may conduct further activities, with or without notice as deemed necessary to fulfill our authorizing responsibilities, consistent with the charter contract and MN statutes. Information gathered through these activities will help inform the annual Osprey Wilds performance evaluations and charter renewal decisions. For more information about our oversight activities, please visit our website.
 - Monthly review of board meeting documents (agenda, packet, minutes, financials)
 - Attendance at approximately two board meetings
 - Approximately one site visit, and additional site visits as needed
 - Monitor Epicenter compliance task completion (on-time rate)
 - Monitor the school's Safe Learning Plan
 - Monitor the school's Performance Improvement Plan progress (Exhibit S)



6. Osprey Wilds Environmental Learning Center 2021-2022 Authorizing Activities (continued)

- *Site visits*: Site visits will take place in-person for as long as in-person schooling continues. (All OW evaluators are fully vaccinated against Covid-19 and will mask.) However, we will continue to monitor conditions related to Covid-19 and distance learning and may conduct some virtual site visits as needed.
- *Board meeting observations*: When streaming or remote observation is available, OW evaluators will conduct board meeting evaluations virtually. Should the school hold on-site meetings, OW expects schools in greater Minnesota to use the conference speaker and webcam OW sent during the 2019-20 school year to enable the observer to hear and see all board members.

Osprey Wilds Feedback and Evaluation

- Site visit feedback letter(s)
- Annual budget review
- Completed board meeting observation form(s) and immediate feedback during formal board meeting observations
- Periodic feedback on board meeting and packet reviews
- Annual performance evaluations, including academic and financial

School Responsibilities

- As requested, provide a complete board packet prior to any meetings that Osprey Wilds staff will attend when it is sent to the full Board.
- Satisfy Epicenter compliance tasks accurately and on time.
- Notify Osprey Wilds of significant changes at the school that relate to the charter contract.
- Implement requirements related to any intervention or other notice that Osprey Wilds may issue during the school year.
- Ensure all formal communications from Osprey Wilds are included in the next board meeting packets and are on the agenda for board discussion and action as needed.



6. Osprey Wilds Environmental Learning Center 2021-2022 Authorizing Activities (continued)

- Implement the school's Performance Improvement Plan (Exhibit S), including updating Osprey Wilds on the need for changes to the plan.
 - Per Section 6.20 of the school's contract, notify OW via an updated board roster of any resignations or additions to its School Board within ten business days of such a change.
 - The school also is required to inform OW of any special and emergency meetings at the same time as notice is provided to board members and the public. This responsibility also extends to notification of changes in the normal board meeting schedule.
 - Notify OW if the school is changing learning modes. This notification should be provided at the same time the school community is notified.
 - Per Section 6.7 of the school's contract, provide student assessment and school performance data via the annual academic data request and FY21 Annual Report, and submit to OW by the indicated deadline.